



**Version 1.0**

**User Guide**

**July 9, 2007**

## **Document Revisions**

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|--------------|----------------|-------------------------|
| July 9, 2007 | 1.0            | Initial release version |

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## **1 Overview**

Outlook Completed Task! is a Microsoft Outlook® add-in designed to fix the display of completed tasks from BlackBerry wireless handhelds in the Outlook® Today page. As well as provide for more accurate completion date of tasks used for project management and journaling tools. This application is designed only for uses whose BlackBerry is set to wirelessly synchronize using the BlackBerry Enterprise Server (BES). If your BlackBerry synchronizes without you needing to plug it into your computer then your device is compatible with Outlook Completed Task!

This application once installed will reside as a toolbar inside Outlook® when the Complete My Tasks! Button is selected the tool will run completed tasks that were marked completed on the users BlackBerry. This will remove these tasks from the Outlook® Today page and set the tasks completed date to “yesterday”. This may also be helpful for users who use tasks as part of a project management or journaling scheme by having a more accurate completed date for tasks rather than “none” as presently occurs.

## **2 System Requirements**

- Microsoft Windows 2000, XP, or Vista.
- Microsoft Outlook 2003 SP2 or 2007.
- BlackBerry handheld wirelessly synchronizing tasks using BlackBerry Enterprise Server (BES) (If your tasks are being synchronized over-the-air without you plugging your device into your computer you are using BES, most common for corporate issued BlackBerry's)
- .NET Framework 2.0 (If your computer does not have .NET installed you will be given an installable like or you may download it from <http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>)

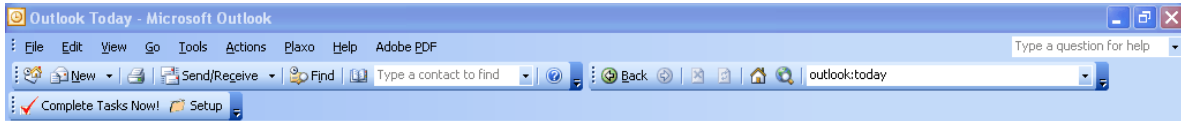
## **3 Installation**

The downloaded copy of Outlook Completed Task! will be a ZIP file. Once you have downloaded this file you will need to extract the file contents, we suggest you extract these files to another folder as there are multiple files. Before installing Outlook Completed Task! please close Outlook. Once you have extracted the ZIP file double click on the Setup icon, this will launch the application setup. **NOTE: There are separate ZIP files for Outlook® version 2003 and 2007, please make sure you are using the correct version for your Outlook® version.**

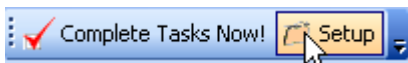
The installation process will guide you through the set up. All you will need to do is click next and accept to continue the installation process and accept the licensing agreements. When the installation process is done, a success message will appear. You may now re-launch Outlook®.

## 4 Using Outlook Completed Task!

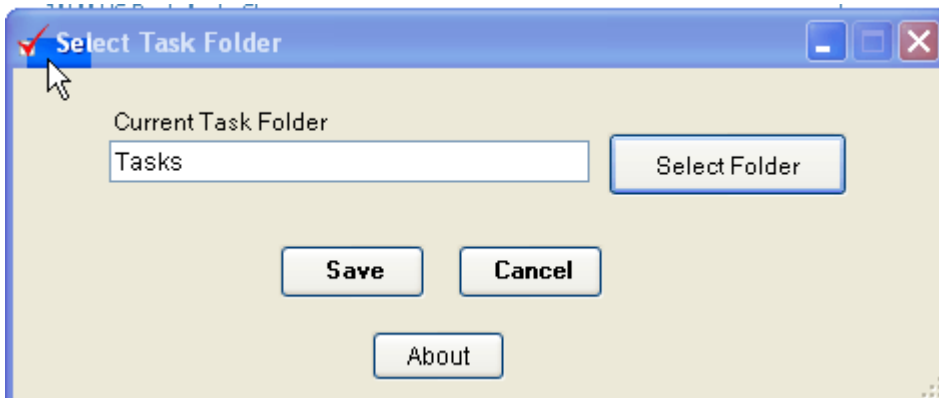
When you launch Outlook® you should see a toolbar (like below) appear. If you do not, click on View -> Toolbars and make sure the toolbar “Complete Date” is checked. If you do not see “Complete Date” in the list make sure the application is installed properly. Try uninstalling the application by using the add/remove programs tool in your control panel (located off the Start menu). Then re-install the application using the steps above. If you are still having problem please contact support (see support section).

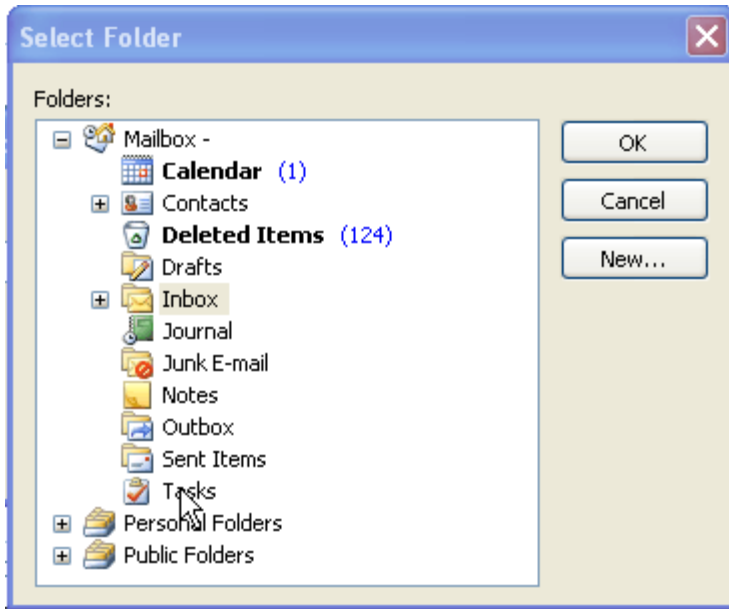


Before your first use you will need to set the location of the task folder. To do this, click the Settings button on the toolbar

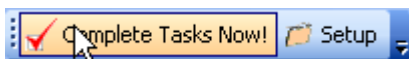


On the settings screen select the select folder button and chose your task folder from the list and click ok. You will be returned to the settings window and click save. At any time you can click on the settings button and change the folder or click on about for support information.

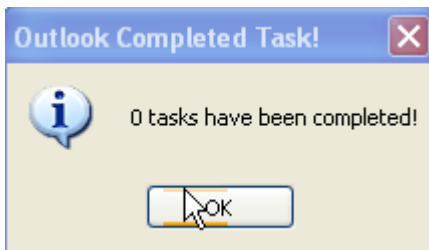




To run the tool at anytime just select the Complete My Tasks! Button.



When the tool has completed you will see a success message (like below) letting you know how many tasks were updated.



Anytime you want to run the tool you will need to select the Complete My Task! button as the tool will not run automatically.

## 5 Support

Should you have any questions or need support for Outlook Completed Tasks! Please visit <http://www.bbproductivity.com/support/cgi-bin/pdesk.cgi> to submit a support ticket or browse our knowledge base.